WF002-Documents Requiring Approval

Introduction	This procedure describes the process to approve/disapprove a document routed through the approval routing process. The data is entered via the CSPS "Documents Requiring Approval Screen" (WF002).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DOCUMENT:					
NOTES	This is a 240-character pop-up field used to record notes or comments about the change order. Note: When the APVD field equals "No", this field is required.	Optional	Entered by user	N	N
APVD	This list box allows the user to enter "Yes" to approve the document which has been sent to them, or "No" to deny it. If a user selects "No", then the document's status becomes "Cancel".	Required	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
TYPE	This field lists the document type of the document which needs approval.	Derived	System generated from FM030, FM041, or FM014	Y	N
NUMBER	This field lists the document number of the document which needs approval. The first section lists the main document number. The middle section lists release numbers. The last section lists any amendment numbers. Note: Double clicking on this field opens the document for viewing.	Derived	System generated from FM030, FM041, or FM014	Y	N
TOTAL	This field lists the total amount of the document needing approval.	Derived	System generated from FM030, FM041, or FM014	Y	N
DATE REQUESTED	This field displays that date on which creator approved the document. The creator can be either a requisitioner or a buyer	Derived	System generated from FM030, FM041, or FM014	N	N
REQUESTED BY	This field displays the name of the document's creator. The creator can be either a requisitioner or a buyer.	Derived	System generated from FM030, FM041, or FM014	N	N